



Wakefield District Community Online E-Newsletter

February 2007

Hello all and welcome to your Wakefield District Community Online newsletter for February!

Drop-in sessions

Wakefield Libraries are hosting a series of drop-in sessions across the district where trainers will be on hand to assist you with any queries you might have about WDCO.

Everyone is welcome!

You don't have to let us know that you are coming - just turn up! You do not have to stay for the full session as they are designed to be 'drop-in' sessions - just call in at a time convenient to you.

The dates are:

Pontefract Library: Wednesday 7th March, 1pm - 3pm

Pontefract Library: Wednesday 4th April, 1pm - 3pm

Drury Lane Library: Wednesday 23rd May, 1pm - 3pm

Drury Lane Library: Wednesday 27th June, 1pm - 3pm

To find out where the libraries are go to the Libraries page on the Wakefield Council Website:

<http://www.wakefield.gov.uk/CultureAndLeisure/Libraries/LocalLibraries/default.htm>

If you can't make it to one of these sessions then email wdcfeedback@wakefield.gov.uk. An administrator will get back to you to arrange an alternative session.

Spotlight on...

In every newsletter we will feature a group that have created a site on WDCO.

For this newsletter we are going put the spotlight on **Crofton Carnival Committee**.

After a gap of 15 years the carnival was re- introduced in June 2000 to celebrate the new Millennium.

The carnival committee was formed from individuals and representatives of village organisations to coordinate this annual community event, and the carnival, now held at the community centre, New Crofton, is always well supported and attended by hundreds of residents.

To find out more about **Crofton Carnival Committee** take a look at their site:

<http://www.wdco.org/site/Crofton-Carnival-Committee/index.htm>

If you would like to have your group featured here then get in touch! Email us at

wdcofeedback@wakefield.gov.uk

Hints and Tips

There are lots of great features on WDCO, one of the most under used by our groups is the **mailing list feature**. It's an easy feature for you to enable on your website, once set up visitors to your site can opt to join your mailing list.

Using your administration area on WDCO you are then able to manage your mailing list and send out regular email bulletins or maybe a monthly newsletter to all your members.

This can really help your group to promote your events and keep interested parties up to date with what you have been up to.

Take a look at lesson 8 of our tutorials for step by step instructions on getting your mailing list up and running:

<http://www.wdco.org/site/Online-Tutorial/Go-to-the-Tutorial.htm>

We hope that you have enjoyed reading this WDCO newsletter. If you have any queries, comments or opinions then please email us at wdcofeedback@wakefield.gov.uk